



## Kansas City, Missouri



## Local Emergency Operations Plan September 2014



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## **PREFACE**

The Kansas City Local Emergency Operations Plan (LEOP) was prepared by the Office of Emergency Management (OEM) and promulgated by the City Council of Kansas City, Missouri. It reflects recent developments in the field of emergency management, including lessons learned from recent disasters, and updates of the National Incident Management System (NIMS).

### **I. VERSIONS AND DISTRIBUTION**

This plan is available in two versions:

- A. Public Version – The public version of the Plan exclude information such as telephone numbers, confidential maps, and other sensitive information. The public version is available in the following formats and locations:
  - 1. A PDF version of the Plan is available for download on the City’s web site at [www.kcmo.gov](http://www.kcmo.gov).
  - 2. Any resident or business within Kansas City may request a CD version of the Plan by calling OEM at **(816) 513-8640**, or writing to: **Kansas City Office of Emergency Management, Century Towers, 635 Woodland Av, Suite 2107, Kansas City, MO 64106**. CD’s of the Plan are provided free of charge.
- B. For Official Use Only (FOUO) Version – This version contains all elements of the Plan, and is available to public safety officials at the local, state and federal level. A FOUO version of the Plan has been distributed to the following:
  - 1. City Manager
  - 2. all City department directors
  - 3. the Chief of the KCPD and of the KCFD
  - 4. the Majors in command of the Special Operations and Homeland Security Divisions of the Kansas City Police Department
  - 5. other City personnel assigned to work in the Emergency Operations Center (i.e. those on the “3 Deep List”)
  - 6. the State Emergency Management Agency.

### **II. STRUCTURE AND PAGINATION**

- A. The Plan attempts to use common terminology as much as possible. To maintain brevity, however, the use of acronyms is utilized throughout the document. Where able, acronyms are presented with the full terminology in its first instance in the document. A Table of Common Terms and ICS Acronyms is also provided to assist the reader (see **Attachment Preface-1**).
- B. The Plan is divided into the Preface, Base Plan, Annexes, and Hazard Specific Response Plans. Any of the following sections may also have one or more attachments.
  - 1. Base Plan

The Base Plan provides general information that applies to all elements of the Plan.

2. Annexes

Annexes provide information relating to a specific element or function of the City.

3. Hazard Specific Response Plans (HSRP)

HSRPs provide expanded information and guidance regarding one of the principal threats facing Kansas City.

C. Each section has a header which provides the primary (or lead) agencies/departments, secondary (or support) departments, and secondary (or support) external agencies.

D. All pages and figures (charts and graphics) are consecutively numbered throughout the Plan.

### **III. COMPARISON WITH STATE AND FEDERAL PLANS**

Both the State of Missouri and the federal government have adopted plan formats that meet their specific needs. The following diagram shows how the Kansas City plan relates to the structure of the state and federal plans:

<b>KCMO LEOP</b>	<b>Missouri All Hazard Planning Checklist</b>	<b>Federal Response Plan</b>
<b>Annex A - Direction &amp; Control</b>	<b>Annex A - Direction and Control</b>	<b>ESF 5 - Emergency Management</b>
<b>Annex B – Emergency Communications</b>	<b>Annex B - Communications &amp; Warning</b>	<b>ESF 2 – Communications</b>
<b>Annex C - Public Information &amp; Warning</b>	<b>Annex B - Communications &amp; Warning; Annex C - Emergency Public Information</b>	<b>ESF 15 - External Affairs</b>
<b>Annex D - Damage Assessment</b>	<b>Annex D - Damage Assessment</b>	
<b>Annex E - Law Enforcement</b>	<b>Annex E - Law Enforcement</b>	
<b>Annex F - Fire, Rescue, EMS &amp; Hazardous Materials</b>	<b>Annex F - Fire &amp; Rescue; Annex H - Hazardous Materials</b>	<b>ESF 4 - Firefighting; ESF 8 – Public Health &amp; Medical Services; ESF 9 - Search &amp; Rescue; ESF 10 - Oil &amp; Hazardous Materials Response</b>
<b>Annex G – Resource Management</b>	<b>Annex G - Resource &amp; Supply</b>	<b>ESF 7 - Logistics Management &amp; Resource Support</b>
<b>Annex H - [RESERVED]</b>	<b>Annex H - Hazardous Materials</b>	
<b>Annex I – Infrastructure</b>	<b>Annex I - Public Works</b>	<b>ESF 3 - Public Works &amp; Engineering</b>
<b>Annex J - Evacuation and Transportation Services</b>	<b>Annex J - Evacuation; Annex K - In-Place Shelter</b>	<b>ESF 1 – Transportation</b>
<b>Annex K - [RESERVED]</b>		

KCMO LEOP	Missouri All Hazard Planning Checklist	Federal Response Plan
Annex L - Mass Care & Sheltering	Annex L - Reception & Care	ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services; ESF 11 – Agriculture & Natural Resources
Annex M - Health & Medical	Annex M - Health & Medical	ESF 8 –Public Health & Medical Services
Annex N – Terrorism	Annex N – Terrorism	
Annex O - Catastrophic Event	Annex O - Catastrophic Event	

#### **IV. RECORD OF CHANGES**

The Plan will be reviewed annually and appropriate changes and revisions made (see the Base Plan for a revision schedule). The Plan may also be reviewed after incidents, events, and exercises and revised as needed. Any changes will be recorded in the appropriate section of the **Base Plan**.

## ATTACHMENT PREFACE-1

### TABLE OF COMMON TERMS AND ACRONYMS

<b><u>A</u></b>	
<i>Administration and Finance Coordinator</i>	Under ICS, the person responsible for administrative and finance activities in the EOC.
<i>ALS - Advanced Life Support</i>	An ambulance service capable of delivering advanced skills performed by Emergency Medical Technician - Paramedic (e.g., intravenous [IV] fluids and drug administration). In KCMO, the Fire Department is the sole provider of ALS ambulance services.
<i>ARFF - Aircraft Rescue Firefighting</i>	A motor-driven vehicle, designed and constructed for the purpose of aircraft rescue and fighting fires and capable of delivering Class B Foam, providing a specified level of pumping, water, hose, and rescue capacity and personnel.
<i>Assisting Agency</i>	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. Also called Supporting Agency.
<i>ARC – American Red Cross</i>	A non-governmental organization chartered under Title 36 of the United States Code, Section 3001 to provide emergency assistance and disaster relief services to the public following a disaster.
<i>Area Command</i>	Under ICS, an organization established to oversee the management of multiple incidents that are each being managed by an ICS organization and/or oversee the management of large incidents that cross jurisdictional boundaries.
<i>ARES – Amateur Radio Emergency Service</i>	ARES trains and organizes amateur radio operators to provide emergency communications.
<b><u>B</u></b>	
<i>BLS – Basic Life Support</i>	An emergency medical service capable of delivering basic emergency interventions performed by Emergency Medical Services (EMS) practitioners trained and credentialed to do so (e.g., splinting, bandaging, oxygen administration). In KCMO the KCFD provides BLS services.
<i>Biological Agent</i>	Living organisms or the materials derived from them (such as bacteria, viruses, fungi, and toxins) that cause disease in or harm to humans, animals, plants, or cause deterioration of material.
<i>Branch</i>	Under ICS, the organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
<b><u>C</u></b>	

<i>Catastrophe</i>	Any disaster of such scope and magnitude that local, state and regional governmental services are completely inadequate, due to extreme loss of life, property, etc. An incident of this magnitude would require sustained national involvement for a prolonged period of time.
<i>CBRNE</i>	Chemical, Biological, Radiological, Nuclear, and Explosive weapons.
<i>CHEMTREC</i>	<u>C</u> hemical <u>T</u> ransportation <u>E</u> mergency <u>C</u> enter. A private organization assisting emergency response personnel with chemical information during emergencies. Hotline: 1-800-262-8200.
<i>Chemical Warfare Agent</i>	A chemical substance (such as a nerve agent, blister agent, blood agent, choking agent, or irritating agent) used to kill, seriously injure, or incapacitate people through its physiological effects.
<i>Chief</i>	Under ICS, the title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).
<i>City (KCMO)</i>	A term used to denote all departments and divisions of the City of Kansas City, Missouri.
<i>Command Staff</i>	Under ICS, consists of the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.
<i>COOP- Continuity of Operations Plan</i>	A plan specifically designed to guide the continued operation, or restoration of essential governmental services following a major emergency or disaster.
<i>Cooperating Agency</i>	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
<b><u>D</u></b>	
<i>Damage Assessment Team</i>	A team consisting of representatives from one or more local, state and federal agencies who are tasked to identify and quantify disaster related damage.
<i>Debris Management Team</i>	Facilitates and coordinates the removal, collection, and disposal of debris following a disaster.
<i>Debris Management Monitoring Team</i>	Manages oversight of the removal, collection, and disposal of debris following a disaster.
<i>Debris Management Site Reduction Team</i>	Undertakes or manages methods designed to reduce debris by identifying and sorting debris for grinding or mulching, air curtain incineration or ash, compaction, recycling, or other specialized separation techniques.
<i>Decontamination</i>	The removal of dangerous goods from personnel and equipment to the extent necessary to prevent potential adverse health effects.
<i>Deployment</i>	Departure of team or personnel from home unit or base.
<i>DFO – Disaster Field Office</i>	A temporary federal facility opened near a declared disaster area to manage federal disaster operations.
<i>Disaster</i>	A sudden calamitous event characterized by loss of life, human suffering, destruction of property, and economic and social disruption that requires a multiple agency response.



<i>DMAT - Disaster Medical Assistance Team</i>	The basic deployable unit of the National Disaster Medical System (NDMS).
<i>DMORT - Disaster Mortuary Operational Response Team (DMORT)</i>	A volunteer group of medical and forensic personnel under the guidance of the National Disaster Medical System (NDMS) or State or local auspices, who are activated in the event of a disaster to provide victim identification and mortuary services.
<i>DRC – Disaster Recovery Center</i>	A facility where federal, state, and local agencies offer assistance to victims of a disaster.
<b>E</b>	
<i>EAP – Evacuation Assembly Point</i>	A temporary location to gather people during a mass evacuation, before transferring them to a shelter.
<i>EAS - Emergency Alert System</i>	A communication and warning system set by the federal government in order for emergency messages to be broadcast via radio and TV stations.
<i>Emergency</i>	Any event requiring increased coordination or response beyond the routine in order to save lives, protect property, protect the public health and safety, or lessen or avert the threat of a disaster.
<i>Emergency Medical Technician (EMT)</i>	A person licensed by the state as an EMT and granted clinical privileges by the EMS Medical Director as an EMT.
<i>EMS Medical Director</i>	The EMS Medical Director is the City official with authority over all segments of clinical care of the pre-hospital emergency medical services system.
<i>EMD</i>	Emergency Management Director
<i>EOC – Emergency Operations Center</i>	The location at which the coordination of information and resources to support the incident management activities normally takes place.
<i>EOD – Explosive Ordinance Disposal</i>	A public safety agency specializing in the investigation and disarming of suspected explosive devices. Also known as Bomb Squad
<i>EOP</i>	Emergency Operations Plan. Also called LEOP, Local Emergency Operations Plan.
<i>Exercise</i>	An instrument to train for, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment.
<i>External Resources</i>	Resources that fall outside a team's particular agency, including other agency resources or commercially contracted resources.
<b>F</b>	
<i>FBI</i>	Federal Bureau of Investigation
<i>Federal Declaration</i>	Presidential finding that a jurisdiction of the United States may receive Federal aid as a result of damages from a major disaster or emergency.
<i>FEMA</i>	Federal Emergency Management Agency
<i>FCO – Federal Coordinating Officer</i>	The federal official appointed by the President to manage disaster recovery programs following a disaster declaration.



<i>Functional and Access Needs</i>	Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.
<b><u>G</u></b>	
<i>GIS – Geographic Information System</i>	An electronic information system, which provides a geo-referenced database to support management decision-making. .
<b><u>H</u></b>	
<i>Hazard Analysis</i>	A process for identifying the hazards that exist and determining the probability and frequency of occurrence for each.
<i>Hazmat - Hazardous Materials</i>	Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination thereof, and requires special care in handling because of the hazards it poses to public health, safety, and/or the environment.
<i>Hazardous Material Response Team (KCFD Hazmat Division)</i>	Specially trained and equipped KCFD units that are responsible for detecting and measuring the existence of hazardous materials; isolating, containing hazardous materials; supervising the cleanup of hazardous materials; and working with other technical experts to take actions to protect life and health, property, and the environment.
<i>Hazardous Materials Incident</i>	Any occurrence resulting in the uncontrolled release of hazardous materials from a fixed site capable of posing a risk to public health, safety, and/or the environment.
<i>Hazardous Substance</i>	Any substance or mixture of substances that presents a danger to public health, public safety, or the environment.
<b><u>I</u></b>	
<i>ICS – Incident Command System</i>	The standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. See also NIMS/ICS.
<i>Incident</i>	An occurrence in which hazards or threats result in a harmful, dangerous, or otherwise unwanted outcome.
<i>Incident Action Plan</i>	Under ICS, provides means to communicate the overall incident objectives in the context of both operational and support activities that depend on management by objectives to accomplish response tactics.
<i>Incident Command Post</i>	The field location at which the primary tactical-level, on-scene incident command functions are performed.

<i>ICS – Incident Command System</i>	A subcomponent of NIMS. A standardized approach to incident management that enables a coordinated response from various jurisdictions and agencies, establishes common processes, and allows for integration of facilities, equipment, personnel, procedures, and communications.
<i>Incident of National Significance</i>	High-impact events that require an extensive well-coordinated multiagency response to save lives, minimize damage, and provide the basis for long term community and economic recovery.
<i>Individual Assistance</i>	Refers to a range of federal disaster programs designed to assist individuals, families and businesses after a federally declared disaster. See also Public Assistance.
<i>Infrastructure</i>	The basic facilities, services, and installations needed for the functioning of the City, such as transportation and communication systems, water and power lines, and public institutions including police, fire, medical, etc.
<i>Infrastructure Team</i>	An EOC team consisting of the KCMO Parks & Recreation Department, the KCMO Public Works Department, and the KCMO Water Services Department.
<b><u>J</u></b>	
<i>JIC – Joint Information Center</i>	A physical location where Public Information Officers collocate to coordinate and disseminate information.
<i>JFO – Joint Field Office</i>	A temporary Federal multiagency coordination center established locally to facilitate field-level incident management activities related to prevention, preparedness, response, and recovery.
<b><u>K</u></b>	
<i>KCATA – Area Transit Authority</i>	A quasi-governmental organization providing public transit in the Kansas City metropolitan area.
<i>KCVOAD</i>	Kansas City Volunteer Organizations Active in Disaster. A group of non-profit, religious and other voluntary agencies that coordinate services before, during and after a disaster in the Kansas City region.
<i>KCFD</i>	Kansas City, Missouri Fire Department
<i>KCHD</i>	Kansas City, Missouri Health Department
<i>KCPD</i>	Kansas City, Missouri Police Department
<b><u>L</u></b>	
<i>LEPC</i>	Local Emergency Planning Committee. A committee of private industry and public emergency response agencies formed to reduce the community's risks from accidents involving hazardous chemicals through coordinated planning, training, exercises, and public education.
<i>Logistics Section Chief</i>	Under ICS, the individual responsible for resource management and responding to resource requests.
<b><u>M</u></b>	

<i>Mass Care</i>	Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.
<i>MARC</i>	Mid America Regional Council
<i>MARCER</i>	Mid America Regional Council Emergency Rescue Committee
<i>MCI – Mass Casualty Incident</i>	An incident in which the number of people killed or injured in a single incident is large enough to strain or overwhelm the resources of local EMS providers.
<i>MEMC</i>	Metropolitan Emergency Managers Committee
<i>MERS</i>	Metropolitan Emergency Radio System
<i>MMRS</i>	Metropolitan Medical Response System
<i>MoDOT</i>	Missouri Department of Transportation
<i>MOU (or MOA)</i>	Memorandum of Understanding (or Agreement) a document executed by governmental entities defining a relationship or commitment.
<i>MOSAIC</i>	Mobile Operations Satellite and Internet Communications system. KCMO's portable back up EOC.
<i>MACS - Multi-agency Coordination System</i>	Systems that provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.
<b><u>N</u></b>	
<i>NRF – National Response Framework</i>	An all-discipline, all-hazards guide that establishes a single, comprehensive framework for the management of domestic incidents.
<i>NDMS – National Disaster Medical System</i>	A federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to establish a single integrated National medical response capability for assisting State and local authorities in dealing with the medical impacts of major peacetime disasters.
<i>NIMS – National Incident Management System</i>	A comprehensive national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines to work together to prepare for, respond to, recover from, and mitigate domestic incidents, regardless of cause, size, or complexity.
<i>NOAA – National Oceanographic and Atmospheric Administration</i>	Parent federal agency of the National Weather Service.

<i>NRC – National Response Center</i>	The sole federal point of contact for reporting all oil, chemical, radiological, biological, and etiological releases into the environment 1-800-424-8802.
<i>NWS – National Weather Service</i>	The federal agency designated to monitor weather conditions and issue weather warnings.
<b><u>Q</u></b>	
<i>OEM</i>	The City's Office of Emergency Management.
<i>Operations Coordinator</i>	Under ICS the person responsible for coordinating support to individual commanders or supervisors in the field.
<b><u>P</u></b>	
<i>PAC – Public Assistance Coordinator</i>	The PAC is a customer-service representative assigned to work with an applicant from declaration to funding approval.
<i>PAO – Public Assistance Officer</i>	The federal official in charge of implementing federal PA programs following a federally declared disaster.
<i>PPE - Personal Protective Equipment</i>	Equipment and clothing required to shield or isolate personnel from the chemical, physical, thermal, and biological hazards that may be encountered at a hazardous materials (Hazmat) incident. (National Fire Protection Association [NFPA] Standard # 472)
<i>PIO</i>	Public Information Officer
<i>Plan Bulldozer</i>	An emergency resource catalog published by the Plan Bulldozer Committee of the Heavy Constructors Association of the Greater Kansas City Area and the Kansas City Chapter Associated General Contractors. Its purpose is to meet the need for equipment and expertise from the area's construction companies to alleviate human suffering and loss of property caused by natural and man-made disasters.
<i>Planning Coordinator</i>	The person responsible for situation and analysis, and for anticipating future response and recovery needs.
<i>Emergency Medical Services System</i>	As defined by Kansas City Ordinance No. 130946, a system for the provision of an ambulance transport system and an emergency responder service through the designation of specific responsibilities to the major components of the system.
<i>Proclamation of a State of Emergency</i>	A proclamation signed by the Mayor or Mayor pro tempore before, during or after a disaster temporarily activating certain emergency powers as necessary to maintain or restore public order, or to protect life and property.
<i>Public Assistance</i>	Refers to a range of federal disaster programs designed to assist governmental entities (and some private non-profit entities) with recovery after a federally declared disaster.
<i>PW – Project Worksheet</i>	A federal document prepared for each damage site, which: (1) documents the damages and establishes an approved (i.e. reimbursable) scope of work; (2) an estimate the proposed cost of repairs; and (3) documents compliance with federal environmental and historic preservation requirements.
<b><u>Q-R</u></b>	

<i>RACES</i>	Radio Amateur Civil Emergency Service
<i>Radiological Material</i>	Any material that spontaneously emits ionizing radiation. (National Fire Protection Association [NFPA] Standard # 472)
<i>Risk</i>	A subjective combination of probability and vulnerability that provides a general assessment of the significance of a hazard and how much effort should go into planning for and mitigating against it.
<i>RSMo</i>	Revised Statutes of Missouri
<b><u>S</u></b>	
<i>SCO – State Coordinating Officer</i>	State equivalent of the FCO.
<i>Shelter Management Team</i>	Team provides managerial and operational support for a shelter during an emergency. Responsibilities of the team includes: operating the shelter; establishing security; ensuring the availability of adequate care, food, sanitation, and first aid; and selecting and training personnel to perform operational tasks. May apply to people shelters, pet shelters, or both (as specified).
<i>SOG/SOP</i>	Standard Operating Guidelines (or Procedures) –
<i>State Disaster Declaration</i>	Responding to local requests for assistance, the Governor may proclaim a state disaster, which allows state agency resources to assist local governments.
<b><u>I</u></b>	
<i>TEW – Terrorism Early Warning Group</i>	A liaison between local, state and federal intelligence entities, as well as private organizations to detect, prevent, and respond to terrorist threats in the Greater Kansas City community.
<b><u>U-V-W</u></b>	
<i>Unified Command</i>	An application of ICS used when there is more than one responding agency with incident jurisdiction and/or incidents cross political jurisdictions.
<i>UCT - Unified Management Team</i>	The UMT is a strategic policy team formed in the EOC in response to large scale events. Acting under the authority and direction of the City Manager, the UMT is chaired by the Emergency Management Director, and consists of the City Manager/Assistant City Manager, senior representatives of the fire department, health department, police department, and other City department directors. The purpose of the UMT is to manage citywide response and recovery efforts, and establish urgent City policies by consensus.
<i>USAR or US&amp;R</i>	Urban Search and Rescue
<b><u>X-Y-Z</u></b>	
<i>Zoonotic Disease</i>	A disease that can be passed between animals and humans.